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University Faculty Senate (Assembly) Meeting  
Minutes

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7-14-1994

# University Senate Meeting Agenda #12 7-14-94

Shawnee State University

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UNIVERSITY SENATE

MEETING AGENDA #12  
JULY 14, 1994

Call to Order

1. Roll Taking

2. Approval of Minutes

None to approve

3. Announcements and Remarks from the interim Senate Chair - Anita Gilmer

4. Announcements from the Senate Floor

5. Executive Board Reports

Vice-Chair Report - Anita Gilmer -

*Ex Bd has been meeting  
every other Tuesday -  
reminder for Agenda items*

Secretary-Treasurer Report - Mike Day

6. Committee Reports

Academic Affairs Committee - Steve Doster

Affirmative Action Committee - Christopher O'Connor

Athletic/Intramural Committee - John Valentine

Facilities Committee - Patric Leedom

Fiscal Affairs Committee - Joanne Charles

Professional Development Committee - Kaddour Boukaabar

Student Affairs Committee - Dick Howard

7. Unfinished Business

None to report

8. New Business

Guidelines for Filling Coaches and Directors Positions -

Athletic and Intramural Chair - John Valentine - *2 sets*

Adjournment

*distributed -  
the same?*

## GUIDELINES FOR FILLING COACHES' & DIRECTORS' POSITIONS

### The Guidelines for Hiring Head Coaches and Directors are as Follows:

- A. The Athletic and Intramural Committee will recommend a position to the Vice President for Student Affairs and the President. Part of that recommendation will include a draft of the job description and job advertisement.
- B. Upon recommendation of the Vice President for Student Affairs and the President, the position will be advertised by the Personnel Office.
- C. Applications will be forwarded to the Athletic Director.
- D. The Athletic Director and the Faculty Athletic Representative will appoint a Selection Committee of staff members with a concern for representation of all segments of the University, as well as the Athletic and Intramural Committee. Any committee member may be part of the Selection Committee if he/she so desires. The University affirmative action policies and personnel policies will apply. The Athletic Director will chair the Selection Committee.
- E. The Selection Committee will screen the applicants and conduct interviews.
- F. The Selection Committee will recommend a candidate to the Athletic and Intramural Committee.
- G. Upon approval, the Athletic and Intramural Committee will recommend the appointment to the Vice President for Student Affairs and the President.\*
- H. Upon approval of the President, the Vice President for Student Affairs will recommend the appointment to the Quality of University Life Committee.\*\*
- I. With approval, the Quality of University Life Committee will recommend the appointment to the Board of Trustees.
- J. Upon approval, the Board will proceed with the appointment.

### The Guidelines for Hiring Assistant Coaches are as Follows:

- A. Head coaches are responsible for hiring assistant coaches and student assistants.
- B. The credentials of assistant coaches, including volunteer coaches, will be presented for review by the head coaches to the Athletic Director and the Athletic and Intramural Committee.

- C. Upon approval of the Athletic and Intramural Committee the credentials will be presented to the Vice President for Student Affairs and the President for final approval.
- \* Non-approval at any appropriate level may result in reopening the search and/or screening process.
- \*\* University policy require full-time positions to be approved by the Board of Trustees; part-time positions require Presidential approval.

#### Classification and Compensation Guidelines for Coaches and Directors

1. Introduction: Shawnee State University's classification and compensation guidelines have been designed to establish a program which:
  - 1.1 Is specific to the needs of the University and the coaching and directors staff.
  - 1.2 Provides consistency in pay structures.
  - 1.3 Attempts to place the University in a competitive position to attract and retain skilled coaches and directors.
  - 1.4 Provides sufficient flexibility so that the program can be adapted to the coaches, the directors, and the University.
2. Classification of Sports: Sports programs at Shawnee State University have been classified into five groups (major; intermediate; minor; cheerleading; and intramural.) These classifications are based on scholarships available, budget, length of season, revenue produced, and mission. This system results in the following outline:
  - A. Major Sports Programs:
    1. Men's Basketball
    2. Women's Basketball
  - B. Intermediate Sports Programs:
    1. Men's Baseball
    2. Women's Softball
    3. Men's Soccer
    4. Women's Volleyball
  - C. Minor Sports Programs:
    1. Women's Tennis
    2. Men's Golf
  - D. Cheerleading
  - E. Intramurals



3. Part-time Coaching and Director Classifications, Salary Grades, and Salary Ranges:

<u>Job Title</u>	<u>Min. Sal.</u>	<u>Mid Point Sal.</u>	<u>Max. Sal.</u>
Major	4,000.00	7,000.00	10,000.00
Intermediate	3,000.00	5,000.00	7,000.00
Minor	2,000.00	3,000.00	4,000.00
Cheerleading	2,000.00	3,000.00	4,000.00
Intramurals	2,000.00	3,000.00	4,000.00

4. Salary and Program Classification Appeals: Coaches and directors can appeal salary or program classification during the month of October by submitting a written appeal. The process will involve:

1. Written appeal to the Athletic Director, Vice President for Student Affairs, the President, and Faculty Athletic Representative.
2. The Athletic Director will discuss the appeal with the coach or director typically within 5 working days. The coach or director will make a decision as soon as practicable after this discussion on whether to carry the appeal forward. If the decision is made to carry the appeal forward, it will be heard by the Athletic and Intramural Committee typically within 10 working days.
3. The Athletic and Intramural Committee will make a recommendation to the Vice President for Student Affairs and the President.
4. The President will inform all involved parties of his/her decision.

5. Initial Placement:

The salary to which a coach is assigned upon entering the position will normally be the minimum; however, in the case of significant previous experiences, appointments up to the midpoint of the range may be made upon recommendation of the Athletic and Intramural Committee and the President. In cases of extreme recruiting and retention difficulties which are verified through documentation, and upon the recommendation of the Athletic and Intramural Committee, the President may elect to approve a hiring rate above the midpoint. In no case will the hiring rate exceed the maximum of the range.

6. Salary Increases for Coaching and Directors Positions:

- A. Coaches and Directors will be elevated in salary and/or grade based upon the following criteria:
  1. Time in grade.
  2. Player evaluations employing the present athletic department player evaluation instrument.
  3. Self-evaluation employing the present athletic department coaches self-evaluation instrument or directors self-evaluation

instrument, and the "Expectations for Athletic Department Staff" published in The Guidelines for Student Athletes.

4. Evaluation by the Athletic Director employing the "Institutional Statement of Athletic Aims and Objectives" and the "Expectations for Athletic Department Staff" published in the Guidelines for Student Athletes."\*

- B. The Athletic Director will recommend elevations in salaries and/or grades to the Athletic and Intramural Committee and upon its approval, the Athletic and Intramural Committee will forward the recommendations to the Vice President for Student Affairs and the President for final approval.

\* Should the Athletic Director also be a coach, he or she will be evaluated by the Vice President for Student Affairs.

7. Changes in the Classification of Sports, Salary Grades, and Salary Ranges:

Changes in the classification of sports, salary grades, and salary ranges may be initiated by the Athletic and Intramural Committee. Upon recommendation by the Athletic and Intramural Committee these changes will be forwarded to the Vice President for Student Affairs and the President of the University. If approved by the President, the Vice President for Student Affairs will forward these changes to the Quality of University Life Committee. With approval, these changes will be forwarded to the full Board of Trustees for consideration.

I N T E R O F F I C E   M E M O R A N D U M

Date: 30-Jun-1994 11:55am EDT  
From: Traci Faulks  
TFAULK  
Dept: Student Senate  
Tel No:

TO: Use PDL to print with distribution list

Subject: CHANGES IN GUIDELINES

To: Members of the Athletic and Intramural Committee

From: John Valentine

Subject: Guidelines For Filling Coaches' and Directors' Positions

Dr. Veri, in consultation with the UAS, has determined that coaches are to be classified as part time personnel under Presidential contracts, and not as administrators. I therefore recommend that we make the following changes in our Guidelines For Filling Coaches' and Directors' Positions, as these guidelines presuppose that coaches are to be classified as administrators. Please E-mail or phone your approval or disapproval of these changes to me by 2 pm on Tuesday, July 5, as the Executive Board of the University Senate meets at 4 pm that day. Thanks, John

The changes that I recommend in the Guidelines For Filling Coaches' and Directors' positions are as follows:

CLASSIFICATION AND COMPENSATION GUIDELINES FOR COACHES AND DIRECTORS

4.

3.

Old text: The Athletic and Intramural Committee in consultation with the President, will make a recommendation to the University Administrative Senate.

New text: The Athletic and Intramural committee will make a recommendation to the Vice President for Student Affairs and the President.

4.

4.

Old text: The University Administrative Senate will inform all involved parties of its decision.

New text: The President will inform all involved parties of his\her decision.

5. Old text: Initial Placement:



The salary to which a coach is assigned upon entering the position will normally be the minimum; however, in the case of significant previous experiences, appointments up to the midpoint of the range may be made with specific approval of the University Administrative Senate upon recommendation from the Athletic and Intramural Committee and the President. In cases of extreme recruiting and retention difficulties which are verified through documentation, the University Administrative Senate upon recommendation of the Athletic and Intramural Committee and the President, may elect to approve a hiring rate above the midpoint. In no case will the hiring rate exceed the maximum of the range.

5.. New text: Initial Placement:

The salary to which a coach is assigned upon entering the position will normally be the minimum; however, in the case of significant previous experiences, appointments up to the midpoint of the range may be made upon recommendation from the Athletic and Intramural Committee and President. In cases of extreme recruiting and retention difficulties which are verified through documentation, and upon the recommendation of the Athletic and Intramural Committee, the President, may elect to approve a hiring rate above the midpoint. In no case will the hiring rate exceed the maximum of the range.

6

A. Old text: Coaches and directors will receive salary increases equal to the administrative increases approved by the Board of Trustees. Exceptions may be approved by the University Administrative Senate upon recommendation of the Athletic and Intramural Committee, the Vice President of Student Affairs, and the President.

6.

A. New text: Old Text Completely Deleted as Coaches are No Longer Classified as Administrators.

5.

B. Old text: Coaching and Director's salary ranges within salary grades will be adjusted by the same increments as the range adjustments approved for the administrative salary system by the Board of Trustees.

5.

B. New text: Old Text Completely Deleted as Coaches are No Longer Classified as Administrators.

5.

C. Old text: Coaches and Directors will be elevated in salary grade based upon the following criteria:

1. Time in grade.
2. Player evaluations employing the present athletic department player evaluation instrument.
3. Self-evaluation employing the present athletic department coaches self-evaluation instrument or directors self-evaluation instrument, and the "Expectations for Athletic Department Staff" published in



The Guidelines for Student Athletes.

4. Evaluation by the Athletic Director employing the "Institutional Statement of Athletic Aims and Objectives" and the "Expectations for Athletic Department Staff" published in the Guidelines for Student Athletes.

New text: 6.C. Above now becomes 6. A.

6.

A. Coaches and Directors will be elevated in salary and/or grade based upon the following criteria:

1. Time in grade.
2. Player evaluations employing the present athletic department player evaluation instrument.
3. Self-evaluation employing the present athletic department coaches self-evaluation instrument, and the "Expectations for Athletic Department Staff" published in the Guidelines for Student Athletes.
4. Evaluation by the Athletic director employing the "Institutional Statement of Athletic Aims and Objectives" and the "Expectations for Athletic Department Staff" published in the Guidelines for Student Athletes.

6.

D. Old text: The Athletic Director will recommend elevations in salary grades to the Athletic and Intramural Committee upon its approval, the Athletic and Intramural Committee will forward the recommendations to the University Administrative Senate. Upon its approval the University Administrative Senate will forward these recommendations to the Vice President of Student Affairs and the President for final approval.

New text 6.D. Above becomes 6.B. and reads as follows:

6.

B. The Athletic Director will recommend elevations in salary and/or grades to the Athletic and Intramural Committee upon its approval, the Athletic and Intramural Committee will forward the recommendations to the Vice President for Student Affairs and the President for final approval.

7. Changes in the Classification of Sports, Salary Grades, and Salary Ranges:

Old text: Changes in the Classification of Sports, Salary Grades, and Salary Ranges may be initiated by the Athletic and Intramural Committee. Upon recommendation by the Athletic and Intramural Committee these changes will be forwarded to the University Administrative Senate. Upon approval by the University Administrative Senate these changes will be forwarded to the Vice President of Student Affairs, and the President of the University. If approved by the President, the Vice President of Student Affairs will forward these changes to the Quality of University Life Committee. With approval, these changes will be forwarded to the full Board of Trustees for consideration.

New text: Changes in the Classification of Sports, Salary Grades, Salary Ranges may be initiated by the Athletic and Intramural Committee. Upon recommendation by the Athletic and Intramural Committee these changes will be forwarded to the Vice President for Student Affairs, and the President of the University. If approved by the President, the Vice President of Student Affairs will forward these changes to the Quality of University Life Committee. With approval, these changes will be forwarded to the full Board of Trustees for consideration.

3. Part-time Coaching and Director Classifications, Salary Grades, and Salary Ranges:

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Intramurals	2,000.00	3,000.00	4,000.00

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1. Written appeal to the Athletic Director, Vice President for Student Affairs, the President, and Faculty Athletic Representative.
2. The Athletic Director will discuss the appeal with the coach or director within 5 working days. The coach or director will make a decision within 5 working days after this discussion on whether to carry the appeal forward. If the decision is made to carry the appeal forward, it will be heard by the Athletic and Intramural Committee within 10 working days.
3. The Athletic and Intramural Committee will make a recommendation to the Vice President for Student Affairs and the President.
4. The President will inform all involved parties of his/her decision.

5. Initial Placement:

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1. Time in grade.
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  3. Self-evaluation employing the present athletic department coaches self-evaluation instrument or directors self-evaluation



*This change does not have to do with the reclassification of Coaches, but it is a change that Dr. Jari and Tim will improve over the guide*

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*NEW TEXT*

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